## P2P Orders Process

The eVA order process begins when the buyer submits the requisition, and the approvers approve it. Once the approver approves the requisition, the status of the requisition changes to "Ordered." High-level steps in the P2P orders process are as follows:

Requisition is fully approved and status changes to Ordered.

OPTIONAL: Supplier sends an advanced shipping notice (which creates a receipt shell).

01

02

03

04

The order is created and shared with the supplier.

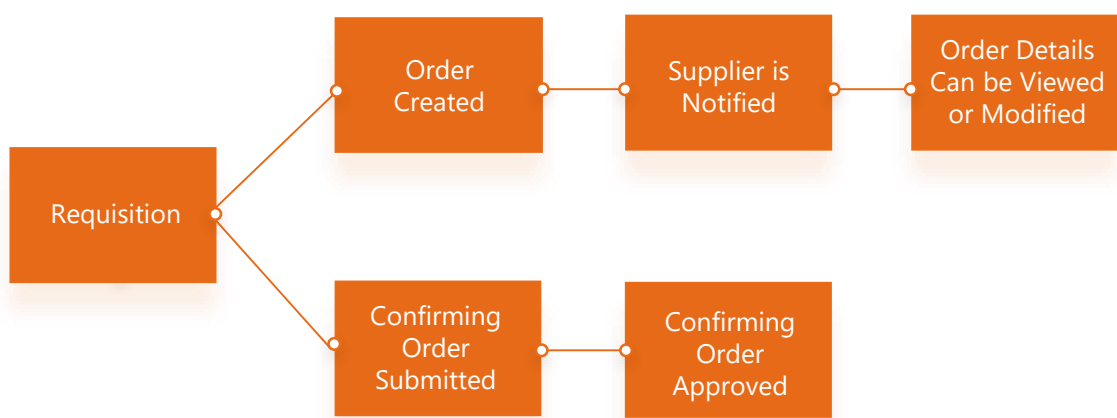**Buyer receives the item and create a receipt.**

Viewing Order Details

The order details are generally populated from the requisition details. The buyer or an approver can view the order details after the status of the requisition is changed to "Ordered." In the top menu, select **Procurement** and then select **Browse Orders**. On the **Browse Orders** page, select the desired order to view the details .
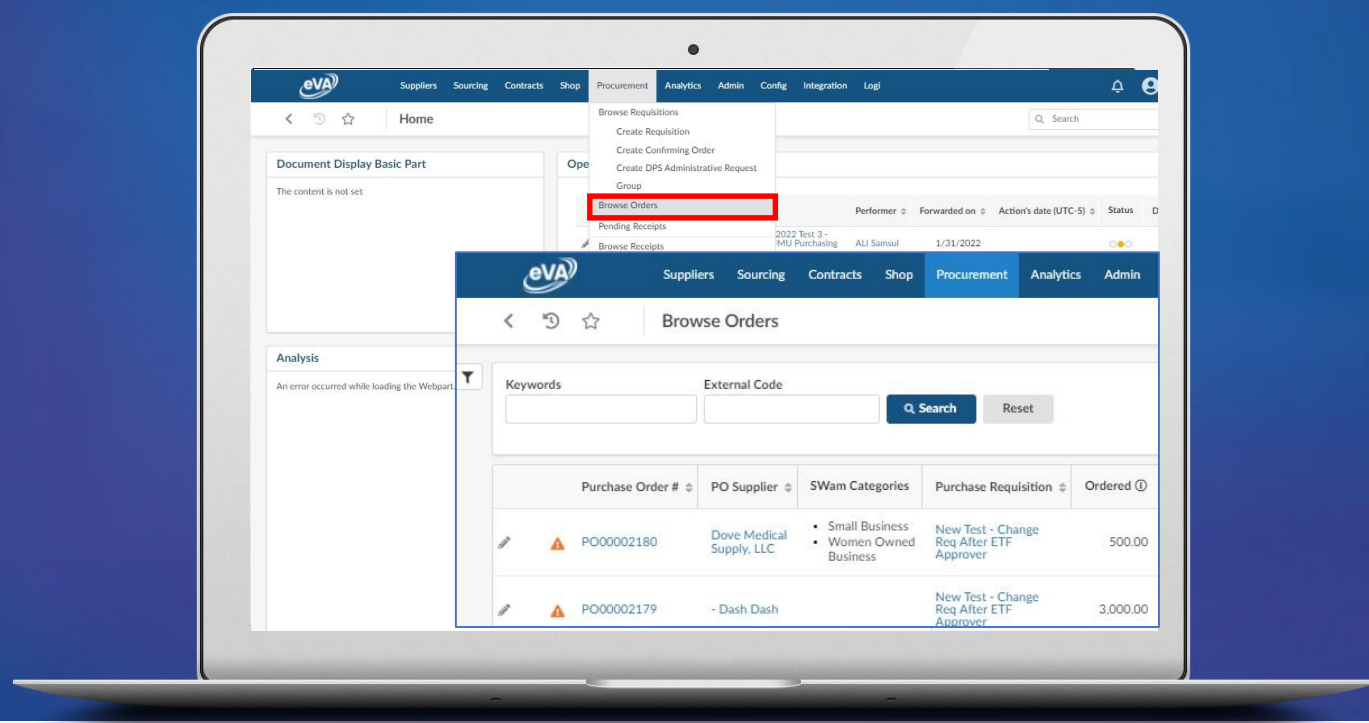
Approval Workflows

The approval flow is an automated process in the system. When an approver needs to approve, they will be notified. The buyer's entity setup, along with any system rules, define the approval flow. The requisition moves to "Ordered" after it goes through the designated approval flow. Here is the process flow for orders.

Steps to Create a Receipt

After receiving the order items, the buyer must create a receipt based on the order details and received items. The required fields of receipt creation may be auto populated, if the supplier has generated a shipping notice for the order; however, the buyer still needs to finalize and submit the receipt. Here are the steps to create a receipt:

01 To create a receipt, in the top menu of the eVA home page, select **Procurement** and then select **Pending Receipts.**

02 A list of all POs for which order receipts have not been created will appear on screen.

03 Select the desired PO for which a receipt needs to be created and select **Create Receipt.**

04 On the **Single Receipt** page for the selected PO fill the necessary details related to the order delivery and select **Save.**

05 A small pop-up window may appear, asking to submit rating and feedback for the order supplier, select **Close**.

06 In the **Single Receipt** page, select **Save & Close** and note that the status of the new order receipt changes to *Approved*.